

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



July 22, 1975

ALL-COUNTY LETTER NO. 75-149

TO: ALL COUNTY WELFARE DIRECTORS  
WELFARE FISCAL SUPERVISORS  
COUNTY AUDITORS  
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: ADMINISTRATIVE CLAIM INFORMATION NO. 5

REFERENCE:

Due to recent changes in federal laws and regulations, several important revisions have been made on the County Administrative Claim. Since these revisions implement new claiming categories and/or revise present time study instructions, please carefully review this new material in order to insure that your county receives appropriate federal and state financial participation.

Fiscal claiming instructions include food stamp insurance costs, jury fees, and AFDC Incapacitated Medical Exams, plus several changes on both the Eligibility/Nonservice and Social Services time studies. Time study changes concern Vietnamese and Cambodian refugees, General Relief food stamp recipients, the SSI/SSP Program, temporary Medi-Cal cards, and restaurant meal certification. In addition, Eligibility Workers are required to indicate their employee classification and function(s) on the top of DFA 43. Listed below are the details pertaining to each of these changes:

SOCIAL SERVICES

The Social Service Time Study Form, DFA 46, will be revised for the December 1975 quarter. In the interim, we are requesting county personnel to implement the following change:

1. Indochinese

Effective with the August 1975 time study month, time spent providing Social Services to Vietnamese or Cambodian refugees is to be shown on line M of the DFA 46 and DFA 47. Please label these lines: Indochinese. It will be necessary for county personnel to make this change. Vacation time is to be consolidated with sick leave on line N. It is not necessary to show separate times for vacation and sick leave. Absolutely no time spent providing services to Vietnamese or Cambodian refugees is to be shown on any other line of the time study.

Indochinese Social Services is to be carried from the DFA 47 to the DFA 327.1 to the DFA 327.6. It will be necessary for county staff to include a new line at the bottom of the DFA 327.1 and DFA 327.6. This new line is to be called line Z and is to be labeled "Indochinese". The Indochinese line should be included in the respective page totals. A time study ratio is to be developed and costs allocated to this program in the same manner as for all other program categories appearing on the claim. Transfer 100 percent of the Indochinese costs, line Z, shown in column 8 of the DFA 327.1 to column 4 of the DFA 327.6.

## ELIGIBILITY/NONSERVICE

### 2. Classification and Function Code

All employees filling out the Eligibility Worker Time Study, DFA 43, are to indicate their employee classification and function(s) at the top of the form in boxes 3 and 4. Supervisors are to indicate both their unit function and classification. Thus, an Intake Unit Supervisor would check both "Intake" and "Supervisory" in box 4. The employee classifications and functions are to be summarized on the DFA 323. The DFA 323 is being revised to include these changes.

### 3. General Relief Food Stamp Recipients

The time spent performing eligibility determination and grant maintenance functions for General Relief food stamp recipients is to be included on line G, Nonassistance Food Stamps.

### 4. SSI/SSP

Time charged to line J-1 is to be for activities performed by Eligibility Workers to benefit the SSI/SSP Program. Only time spent answering written inquiries from local Social Security Offices may be shown on this line. The Social Security Administration has denied federal financial participation for any verbal inquiries.

Effective July 1, 1975, restaurant meals will no longer be certified by the counties on a regular basis. Recipients receiving a restaurant meal allowance will sign a declaration that they meet the eligibility criteria. If the SSA district office has a problem with the declaration, then it will be forwarded to DBP. The only time a county will certify a recipient for restaurant meals is when directed to do so by DBP. The Eligibility Workers will charge the time spent on restaurant meal certifications for the SSI/SSP recipients on line J-1.

### 5. Indochinese Medical Assistance

Time charged to line M shall be by workers performing eligibility determination and grant maintenance functions for Vietnamese and Cambodian refugees for the Medically Needy Only (MNO) and Medical Indigent (MI) programs. Absolutely no time spent on MNO or MI functions for these refugees is to appear on any other line of the time study form.

6. Indochinese Financial Assistance

Time charged to line N shall be by workers performing eligibility determination and grant maintenance functions for Vietnamese and Cambodian refugees for the AFDC, BH Licensing, NAFS, APSB, SSI/SSP, State Adult, and Emergency Loan Programs. Absolutely no time spent on these programs for Vietnamese or Cambodian refugees is to be shown on any other line of the time study form.

7. Temporary Medi-Cal Cards for SSI/SSP Recipients

Charge to line O the time spent issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card due to a failure of the SSA system. Label this line "M/C". Time spent replacing lost or stolen Medi-Cal cards and/or providing additional POE labels for SSI/SSP recipients is to be shown under the MNO Program.

Until further notice, reimbursement for issuing temporary Medi-Cal cards to SSI/SSP recipients will be obtained through the MNO Program. All time recorded to line O of the DFA 43 is to be transferred to line B-2 on the DFA 323. On the DFA 323 the MNO hours reported on line B-1 and the temporary Medi-Cal card hours shown on line B-2 are to be added together and shown as a consolidated figure under the total allocable hours column. From this figure a single MNO allocation ratio is to be developed.

8. Please note that the Responsible Relative and Adult (Carry-Over) Programs have been deleted from the Eligibility Worker Time Study, DFA 43.
9. The time study summaries (DFA 47 and DFA 323) should be submitted, as soon as they are completed, to the following address: Department of Benefit Payments, 744 "P" Street, Mail Station 13-72, Sacramento, CA 95814. A copy of the time study summaries (corrected, if necessary) must also be submitted with the Administrative Expense Claim. It is important that the Administrative Claim and time study summaries are submitted on a timely basis. Your county's administrative cost advances are based on this information and could be delayed if the claim or time study summaries are late.
10. The costs of medical exams to determine incapacity for AFDC-FG recipients for employment registration are eligible for 100 percent federal financial participation. These expenditures and the number of examinations performed are to be direct charged on the Administrative Expense Claim on the DFA 325.2, Group III, B3, purchase of services, and labeled as "Incap. Med. Exams". Additional claiming instructions will be released at a later date.
11. We have determined that the following food stamp insurance costs are either allowable or unallowable.
  - a. Costs of insurance against the loss or theft of food coupons or ATP cards are allowed.
  - b. Costs of premiums on bonds covering employees who handle federal program funds or food coupons are allowable. The amount of allowable coverage shall be limited to the anticipated maximum amount of USDA funds or food coupons handled at one time by that employee.

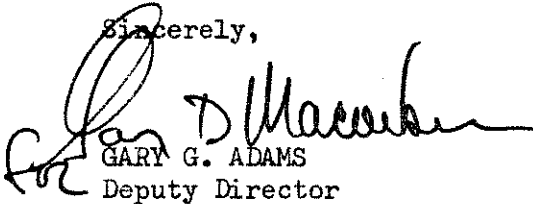
- c. Costs of insurance or contributions to any reserve covering the risk or loss of, or damage to, Federal Government property are unallowable.

If a county or welfare department has a blanket insurance policy, including the above allowable costs, that benefits other welfare programs as well as food stamps, then the cost should be charged to Other Operating Costs, DFA 325.1, Group II B2. When a county has an allowable insurance policy specifically for the Food Stamp Program, then the cost can be direct charged as food stamp issuance cost under Direct Costs, DFA 325.2, Group III, B2. If a county incurs an unallowable insurance cost for food stamps, it should be shown as an extraneous cost, DFA 325.2.

12. This is a reminder that counties paying salaries and benefits to staff members on jury duty are to abate on the County Administrative Claim any jury fees received.

If you have any questions regarding this information, please contact Bobi Gould at 916/445-7046.

Sincerely,

  
GARY G. ADAMS  
Deputy Director

cc: CWDA